



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

Electrifying MN Shipping Components and Approximate Weights. January 2025

Item	Contents	Photo
Crate EMN #1: Cube crate 22"W x 22"L x 14"D 45 lbs	System hardware, media kiosk cords, media kiosk and cabinet carpet base pads, etc.	
Crate EMN #2 Cube crate 14"W x 51"L x 19"D 80 lbs	Retractable banners stands	Similar to above
Crate EMN #3: Cube crate 17"W x 36"H x 21"D 80 lbs	One push-pull and one spinner electromagnetic interactive, with one instruction label for each unit.	

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One (1) Media Kiosk @ 34"W x 18"D x 65"T 100 lbs	Packed in two packing blankets and associated straps. Must lay flat with screen side up. Nothing on top		
Two (2) four-wheel dollies			

EXHIBIT SHIPPING INVENTORY

CRATE – EMN #1 (HARDWARE CRATE)

26 x 26 x 18T weight @50 lbs

	Top: Tour Manual (three-ring binder)	1 Manual
	Top: Condition Reporting Forms Portfolio (Red) [ICRF & OCRF] for each Venue	1 Portfolio Multiple CRFs
	Top: "EXHIBIT COMMENTS" (White three-ring binder)	1 Binder Multiple Pages
	Extension Cords – 10'-0" long (Black)	2
	Extension Cords – 6'-0" long (Black)	2
	Extension Cord Covers (Black)	1
	Roll of Black Gaff Tape	1 Roll
	Video Kiosk Carpet Pad for Hard-surface Floors	1
	Blue Painter's Tape (one roll allowed for each venue)	1 Roll
	Cleaning Wipes	1 Box
	Plexi Cleaner	1 Bottle
	Accessories / Tool Bag	1

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ACCESSORIES/TOOL BAG Inventory		
	Tour Manual (three-ring binder)	1 Manual
	16 Foot Tape Measure	1
	25 Foot Tape Measure	1
	Extra Zip-ties for Kiosk Power Cord(s) – small, black	1 bag of 100
	Extra Zip-ties for Kiosk Power Cord(s) – medium, black	1 bag of 100
	Side-cutter to remove Zip-ties	1
	Slip-joint Pliers	1
	Multi-tipped Screwdriver	1
	Plastic Accessory Box with Video Monitor/Kiosk Equipment, including:	1
CRATE – EMN #2 (RETRACTABLES CUBE #1)		
54L x 22T x 18W Weight @100 lbs. Banners fit snugly		
	Single-sided Retractable Graphic Panel: <i>“Introduction”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Credits”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“To the end of the line”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“It makes light w/o gas or flame”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Time and space die”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Retain youthful looks”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Electricity is no longer luxury”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Powerline Controversy, 19...”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Electrical power... ..River”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Faraday’s Experiment”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Generating Electricity”</i> , in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: <i>“Power Generation in MN”</i> , in its own zippered banner bag	1

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CRATE – EMN #3 (INTERACTIVES & LABELS) 24D x 20W x 38T. Must ride upright and is bottom heavy Weight @50 lbs		
	Table-top Electro-magnetic Interactive: “ <i>Push/Pull Generator</i> ”	1
	Table-top Electro-magnetic Interactive: “ <i>Spin Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Push/Pull Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Spin Generator</i> ”	1
	<ul style="list-style-type: none"> One (1) Flashlight One (1) Multi-tipped Screwdriver One (1) Key – to open Monitor Two (2) Allen Wrenches Small Black Zip-ties Twelve (12) Allen-head Socket Screws 	
CASEWORK – VIDEO MONITOR/KIOSK Wrapped 27W x 12D x 47 T. Weight @ 80 lbs Awkward to handle, can ride flat, nothing on top		
	Kiosk Unit with built-in Monitor	1
	Padded Blanket Cover	2
	Straps for Padded Blanket Cover	4
	Padded & Velcro Screen Transport Cover	1
	Padded & Velcro Volume Control Knob Transport Cover	1
MISCELLANEOUS		
	Four-wheel Furniture Dollies	2

HOST SITE EXHIBIT REQUIREMENTS		
	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Miscellaneous Cord, Rope, Zip-ties, or Bungee Cords to hang 72 inch wide Exterior Vinyl AD Banner at each Venue	To be determined by each Venue’s location

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	Picture Hanger Wire – or equivalent, to hang 24 inch Interior AD Fabric Banner & Conduit at each Venue	Length to be determine by each Venue's location
	Three-step Step Ladder	1
	Folding Table, 72"l X 30"w, each	1
	Minimum Staff / Volunteers Required for Set-up/Take-down	4

NOTE: EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT. *ELECTRIFYING MINNESOTA* TRAVELS WITHOUT LIGHTING EQUIPMENT.

EXHIBIT INVENTORY

- Exhibit Package (Inventory of crated and packaged exhibit elements)
- “Introduction” Single-sided Retractable Panel (47”w X 79”h)
- “Credits” Single-sided Retractable Panel (47”w X 79”h)
- “Time and space die” Single-sided Retractable Panel (47”w X 79”h)
- “It makes light without gas or flame” Single-sided Retractable Panel (47”w X 79”h)
- “Retain youthful looks” Single-sided Retractable Panel (47”w X 79”h)
- “Electricity is no longer a luxury” Single-sided Retractable Panel (47”w X 79”h)
- “To the end of the line” Single-sided Retractable Panel (47”w X 79”h)
- “Powerline controversy, 1972-79” Single-sided Retractable Panel (47”w X 79”h)
- “Electrical Power from the Mississippi River” Single-sided Retractable Panel (47”w X 79”h)
- “Generating electricity” Single-sided Retractable Panel (28”w X 77”h)
- “Try Faraday’s experiment” Single-sided Retractable Panel (28”w X 77”h)
- “Where Do We Get Electricity?” Single-sided Retractable Panel (47”w X 79”h)
- One (1): “Push-Pull” Interactives & Instruction Label Graphic Panel (18”w X 12”h)
- One (1): “Spinner” Interactives & Instruction Label Graphic Panel (18”w X 12”h)
- Touch Screen Media Kiosk
- Exhibit Comments Binder – three-ring binder with multiple blank sheets